[illegible] Resume	See Instruction Sheet	DATE OF RESUME 7/7/65	DATE RECEIVED

1. PUBLICATION DATA

1. ERIC NUMBER	2. ORIGINATOR CONTROL NO.	3. IDENTIFICATION NO.	DO NOT WRITE IN SPACE BELOW
ED009280	7012	N.A.	

4. AUTHOR(S): Donovan, George F.

5. TITLE OF DOCUMENT ABSTRACTED: Selected Readings for the American College and University Officer of Administration

6. PUBLICATION TITLE: N.A.

7. EDITOR(S): N.A.

8. PLACE OF ORIGIN: ORG. The Catholic Univ. of America; CITY/ST/ZIP Washington, DC; TELE. EXT. INST/LOC CODE

9. PUBLISHER OR SOURCE: The Catholic University of America

10. VOL.	11. PAGES	12. MO./YR.	13. TOTAL PP.
N.A.	N.A.	62	45

MICROFILM COPY AVAILABLE: YES ☒ NO ☐

COPYRIGHT GRANTED: YES ☐ NO ☒

COPYRIGHT RELEASE FILED: YES ☐ NO ☐

TYPE OF REPORT: PROPOSAL ☐ IN-PROGRESS ☐ FINAL ☒ FOLLOW-UP ☐

OTHER ERIC REFERENCES:

ERIC SATELLITE CODE

B. INDEXING DATA

14. SUBJECT AREA

15. TYPE OF ENDEAVOR: bibliography

16. INDEXING TERMS (6-12)

bibliographies R-25	teaching methods Y-25		
administration R-06	teachers Y-21	finance G-31	
objectives P-00	students Y-15	foreign education G-34	

17. ABSTRACT (MAX. 250 WORDS)

Annotated bibliography containing 117 titles covering major areas of higher education. Representative topics include general references, government, philosophy, organization and administration, teaching, students, financing, and international higher education.

ERIC No. 18. SOURCE OF ABSTRACT

C. FUNDING DATA

19. SUPPORTING ORGANIZATION	20. DIVISION OR DEPT.	21. CONTRACT NO. / PROJECT NO.
	22. TOTAL COST OF PROJECT	
	23. DURATION OR PROJECT	U.S. Department of Health, Education, and Welfare Office of Education

IV-1 administration

7018

SELECTED READINGS

FOR THE

AMERICAN COLLEGE AND UNIVERSITY

OFFICER OF ADMINISTRATION

BY

GEORGE F. DONOVAN

U. S. DEPARTMENT OF HEALTH, EDUCATION AND WELFARE
Office of Education

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Department of Education - Higher Education

Graduate School of Arts and Sciences

The Catholic University of America

Washington, D.C.

1960

ED 000 280

FOREWARD

This work on selected titles in higher education is designed to meet the needs of college and university administrators, faculty and other staff members whose duties and interests are close to administration, and graduate students majoring in higher education or related fields. Members of institutional boards of control and of advisory groups, officers and staff members of educational associations and agencies, and teachers and students in the other fields of education may find the listings a handy guide.

The author has been impressed with the many requests for a list of publications appropriate to the requirements and interests of persons engaged in higher learning. Administrators, colleagues, workshop participants, students, and others have asked for such a work.

It seems hardly necessary here to note that higher education is expanding and is becoming urgently important in the development of new and challenging trends in national and international life. The nearly 30,000 college and university personnel participating in some form of administration, the 20,000 trustees and advisory board members, the growing number of new administrative posts on the campus, and the multiplication of studies and reports on higher learning point to the need for providing a selected list of titles in the field.

Some basic considerations have been kept in mind in the preparation of the list. Titles containing recent data either on general areas or specific fields, or both; background studies generally applicable to historical and reference works; titles whose materials may be of interest both to Americans and to others; books recommended by colleagues and others in the field; and titles found in the lists of suggested readings for courses in higher education were noted and examined.

Perhaps, this limited selection may constitute the basis for a collection of titles in higher education for the college and university library, the reference and first-aid materials for the administrator, and a working list for the libraries of state departments of education and of educational organizations.

A selection on works in international and overseas higher education has been added in the belief that American educational leaders are to be called upon more and more to be interested and active in areas related to higher education abroad.

It is important to state here that no effort has been made to present a complete or detailed descriptive list. Nor has any particular field been emphasized.

The titles, grouped under a number of major headings and alphabetically arranged, are identified in each case by the name of the author, title of work, date and place of publication, name of publisher, and a brief commentary.

An appendix presents a statistical analysis of three aspects of the list of 117 titles, namely, the publishers, authors, and the dates of publication. Explanatory notes accompany each of the three tables.

The author appreciates the interest and cooperation of Dr. Francis J. Houlahan, Head of the Department of Education. Acknowledgement is made to the following University officers and staff members: Dr. Roy J. Deferrari, for advice on the basis of selection, groupings, and annotations; the Right Reverend Eugene Kevane, for the titles in philosophy; Eugene P. Willging and Reverend James J. Kortendick, for titles in the library and related areas; Dr. Robert B. Nordberg, for suggestions in the student personnel section; Dr. C. Joseph Nuesse, for critical and helpful comments in the historical and curriculum sections; Sister Mary Catherine, S.S.N.D., for titles; and Dr. Gerard S. Sloyan, for the books in religion. Frances M. Schaf was of particular aid in recommending titles, proof reading, and editing.

Sincere thanks are extended to graduate students who made helpful suggestions on the descriptive statements, order of divisional headings, language, and particular titles. They were: Roger W. Ardrey, Delia Carrigan, Robert M. Dawson, Angelo F. Laurito, Mother M. Eymard, R.S.H.M., Daniel A. Pompa, Sister Mary Assunta, O.S.B., Sister M. Bettina, C.S.C., Sister M. Kathryn, O.S.B., and Sister Rita Marie, O.S.B.

George F. Donovan

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I. GENERAL REFERENCES

1. Directories

American School and University, 1959-60, School Plant Reference. New York: American School and University, 1959, published annually.

A handy guide to institutional building needs giving special emphasis to trends, problems, space and equipment areas, and providing lists of manufacturers and suppliers.

Gleazer, Jr., Edmund J. (ed.). American Junior Colleges. Washington: American Council on Education, 1960.

Contains full descriptive data on nearly 600 junior colleges in the fifty states, Canal Zone, Guam, and Puerto Rico. For each institution are listed enrollment, curricula, admission and graduation requirements, fees, student aid, staff, library, publications, and finances. Features are reference tables on terminal and preprofessional fields and chapters on the history and current status of junior colleges.

Irwin, Mary (ed.). American Universities and Colleges. Washington: American Council on Education, 1960.

Presents complete data on 1,058 higher institutions in the United States. Each institutional exhibit includes information on control, fees, admission and degree requirements, enrollment, library, housing, student aid, finances, departments and staff classified by subject, and administrative officers. There are sections on professional education, the foreign student, academic costumes and ceremonies, degree abbreviations, and seven chapters on higher education in the United States.

Ness, Frederic W. (ed.). A Guide to Graduate Study: Programs Leading to the Ph.D. Degree. Washington: Association of American Colleges, 1957. See also Major Fields for Graduate Study Leading to the Ph.D. Degree, A Supplement, 1958.

A complete reference to graduate schools and programs including the liberal arts and sciences and professional and technological areas.

The Official Guide to Catholic Educational Institutions. Washington: National Catholic Welfare Conference, Department of Education, 1959.

A list of American Catholic colleges and universities and other institutions of higher education. Information is complete and descriptive. Material on other types of Catholic educational institutions is also available.

Potter, Virginia Bosch. Fellowships in the Arts and Sciences, 1960-61, Third Edition. Washington: Association of American Colleges, 1959.

Describes nearly 50,000 fellowship awards available through agencies outside the universities themselves.

Wilkins, Theresa Birch. Education Directory 1959-1960 Part 3 Higher Education. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1959.

Identifies 2,011 institutions according to state, type, accreditation, control, calendar, enrollment, program, and the names and titles of the principal officers. Published annually.

2. Bibliographical Materials

Bigelow, Karl W. compiler and annotator. Selected Books for the College and University Administrator. New York: Bureau of Publications, Teachers College, Columbia University, 1958.

Is a representative collection of titles dealing with the major responsibilities of the college administrator and highlighting such topics as purposes, organization, administration, faculty, instruction, students, finances, public relations, and fund-raising. Highly recommended.

Layton, Elizabeth N. "Higher Education Administration and Organization Annotated Bibliography: 1940-1950." Washington: Federal Security Agency, now the U.S. Department of Health, Education, and Welfare, Office of Education, 1951. (Mimeographed.)

A detailed list of writings with helpful commentaries and an index. Is still useful.

II. HISTORICAL BACKGROUND

1. General

Brubacher, John S., and Rudy, Willis. Higher Education in Transition An American History: 1636-1956. New York: Harper and Brothers, 1958.

In outline form the authors present the major developments in the history of American higher education. There are excellent footnotes and an index.

Hofstadter, Richard, and Metzger, Walter P. The Development of Academic Freedom in the United States. New York: Columbia University Press, 1955.

Provides historical background, problems and solutions, and analyses of institutional freedom with particular attention to the role of the trustee and the president.

Leonard, Eugenie A. Origins of Personnel Services in American Higher Education. Minneapolis: University of Minnesota Press, 1956.

Describes the foundations and developments of personnel services from colonial times to the Civil War. Traces the integration of factors, educational and others, which have established the broad picture of the personnel program of today.

Power, Edward J. A History of Catholic Higher Education in the United States. Milwaukee: The Bruce Publishing Company, 1958.

Documents the history of Catholic colleges and universities from the eighteenth century to the present. Sections on the European and American origins, the faculty, professional schools, and the nineteenth century are well done.

2. Documents

The Popes and The Catholic University of America: A Collection of Papal Statements on the National Pontifical University. Washington: The Catholic University of America Press, 1959.

Beginning with 1887 and ending with 1939 these selected messages of the Popes reveal the interests and the background of the Papacy in relation to this unique American institution.

III. THE NATIONAL PICTURE

Blauch, Lloyd E. Accreditation in Higher Education. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1959.

A study of the nature and development of accreditation. Includes sections on state and regional accreditation and on accreditation of education for the professions--twenty-eight in number.

_____. Education for the Professions. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1955.

A series of descriptive papers by specialists on the higher educational status of the principal professions.

Deferrari, Roy J. (ed.). Self-Evaluation and Accreditation in Higher Education. Washington: The Catholic University of America Press, 1959.

Contains workshop papers by experts on the principal regional accrediting associations and on a few selected agencies concerned with accrediting. Institutional self-study and accreditation are emphasized.

Nevins, John F. A Study of the Organization and Operation of Voluntary Accrediting Agencies. Washington: The Catholic University of America Press, 1959.

Providing a brief historical background and analyses of the structure, membership, evaluation procedures, policies, authority and sanctions, and relations with states and professional agencies of the six regional accrediting associations. A detailed bibliography and subject and name indexes add to the usefulness of the work.

Ostheimer, Richard H. A Statistical Analysis of the Organization of Higher Education in the United States, 1948-1949. New York: Columbia University Press, 1951.

Contents include breakdowns on methods of classification, number of institutions, enrollment, earned degrees, and a list of institutions under the headings: universities, separate liberal arts colleges, separate professional schools, and separate junior colleges.

The President's Committee on Education Beyond the High School, Second Report to the President, July, 1957. Washington: Superintendent of Documents, U.S. Government Printing Office, 1957.

The final statement of views of a national group of educators and lay leaders submitted in a report to the President of the United States. Stresses teacher shortage, aid to students, assistance to higher education, and federal help--the last to a conservative degree.

Selden, William K. Accreditation: A Struggle over Standards in Higher Education. New York: Harper and Brothers, 1960.

A study of the voluntary agency in accreditation with special attention to the tensions, criticisms, and standards associated with the accrediting movement.

IV. THE AMERICAN STATE AND HIGHER EDUCATION

Abbott, Frank C. Government Policy and Higher Education: A Study of the Regents of the University of the State of New York, 1784-1949. Ithaca: Cornell University Press, 1958.

Describes the history and the structure of New York State's role in higher education, both private and public. There are extensive notes.

Beach, Fred F., and Will, Robert F. The State and Education: The Structure and Control of Public Education at the State Level. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1955, Mis., No. 23.

Although this work covers all levels of public education there are many references to the state's position in public higher education including the recently organized community and junior colleges. The organizational charts are most helpful.

_____ . The State and the Non-Public Schools with Particular Reference to Responsibility of State Departments of Education. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1958, Mis., No. 28.

There are chapters on size and scope, state regulation, rights of private institutions, responsibilities of state departments of education, and constitutional provisions relating to non-public colleges and universities.

Glenny, Lyman A. Autonomy of Public Colleges: The Challenge of Coordination. New York: McGraw-Hill, 1959.

A study of the types of coordination structure found in higher education under state control. Instruments include boards, executive agencies, and the legislature. The study was conducted under a program initiated by the Carnegie Corporation and established as the Center for the Study of Higher Education at the University of California. The last five chapters on evaluation are provocative.

Hollis, Ernest V., Land, William G., and Martorana, S.V. Survey of State Legislation Relating to Higher Education July 1, 1957, to June 30, 1958. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1959, Circular No. 552.

An annual review stressing major observations on, and major areas of, state legislation concerned with higher education followed by a series of abstracts of state legislation on higher education.

Moos, Malcolm, and Rourke, Francis E. The Campus and the State. Baltimore: The Johns Hopkins Press, 1959.

A study and reappraisal of the extent of control over public institutions of higher education by the state executive, legislative, and judicial branches.

State Boards Responsible for Higher Education. Washington: U.S. Department of Health, Education, and Welfare, Office of Education. To be published in 1960.

V. PHILOSOPHY

Culler, A. Dwight. The Imperial Intellect. New Haven: Yale University Press, 1955.

The finest recent study of Cardinal Newman's educational philosophy and ideal, as reflected in his life as an educator and his writings, especially the Idea of a University.

Lilge, Frederic. The Abuse of Learning. New York: Macmillan, 1948.

Based on an investigation for the U.S. Government into reasons why the much-admired German University could subordinate itself to a totalitarian ideology--in negative support for the three other titles in this section.

Maritain, Jacques. The Degrees of Knowledge. New York: Scribner's, 1959.

The new and good translation of Maritain's Chef d'oeuvre which contains the philosophical material of "Philosophy of the Curriculum for Catholic Universities."

Martin, William Oliver. The Order and Integration of Knowledge. Ann Arbor: University of Michigan Press, 1957.

"It is my hope," the author states in his preface, "that this work may prove of value to those scholars, teachers, and administrators who are troubled by the anti-intellectualism and curriculum disorders that exist in Higher Education."

VI. RELIGION

McGrath, Fergal. Newman's University: Idea and Reality. New York: Longmans Green, 1951.

The best research study into the actual situation that gave birth to the only classic theoretical treatment in English on religion in higher education.

O'Dea, Thomas. The American Catholic Dilemma. New York: Sheed and Ward, 1958.

A sketch, but an incisive one, on the problems and prospects of the Catholic college and university in this country.

Reeves, Marjorie. Three Questions in Higher Education. New Haven: Hazen Foundation, 1955.

An essay, very deeply thought out, by a woman engaged in British university education.

Walter, Erich (ed.). Religion in the State University. Ann Arbor: University of Michigan Press, 1958.

A collection of papers to mark the centenary of the establishment of the office of student religious affairs at the University of Michigan. Good airing of the situation by Herberg, J.C. Murray, Helen C. White, Frankena, Kauper, Chad Walsh and others.

VII. ORGANIZATION AND ADMINISTRATION

1. Boards of Control

Beck, Hubert P. Men Who Control Our Universities: The Economic and Social Composition of Governing Boards of Thirty Leading Universities. Morningside Heights, New York: King's Crown Press, 1947.

A detailed study of trustees covering occupations, income, business position, age, sex, residence, region of birth, method of appointment, length of service, and other qualifications.

Hughes, Raymond M. A Manual for Trustees of Colleges and Universities. Ames, Iowa: The Iowa State College Press, 1945.

The work of a former college president and trustee this book emphasizes the major and specific duties of board members. The chapter dealing with the appointment of the president is worth serious reading.

Manual for Board of Regents. Las Vegas, New Mexico: New Mexico Highlands University Press, 1955.

An illustration of the documents governing the operation of state institutions of higher education. The section on the principles of board operation is well done.

Rauh, Morton A. College and University Trusteeship. Yellow Springs, Ohio: The Antioch Press, 1959.

An excellent work on the college trustees. Statements on the new trustee, academic freedom, tenure, and faculty dismissal are worth noting.

Ruml, Beardsley, and Morrison, Donald H. Memo to a College Trustee: A Report on Financial and Structural Problems of the Liberal College. New York: McGraw-Hill, 1959.

A clear-cut picture of the internal challenges on the campus of the liberal arts college, their financial implications, and the need for well-informed trustees.

Wicke, Myron F. Handbook for Trustees of Church-Related Colleges and Universities. Nashville: Division of Educational Institutions, The Methodist Church, 1957.

An invaluable book covering the duties and problems of Protestant church-related boards of control. Features include trustee-church relationships and a set of ten investment principles.

2. Documents of Government

Elliott, Edward C., and Chambers, M.M. Charters and Basic Laws of Selected American Universities and Colleges. New York: The Carnegie Endowment for the Advancement of Teaching, 1934.

A study of the documents of government of higher education highlighting the texts of charters and related instruments with appropriate statements of explanation. Out of print. Copies are available in institutional libraries.

Incorporation of Educational Institutions by the Regents. Albany: The University of the State of New York Press, 1956.

The official statement covering the incorporation of institutions of higher education and other educational programs in New York State. There are sections on trustees, absolute and provisional charters, and bylaws.

3. Administration

Bauer, Ronald C. Cases in College Administration. New York: Bureau of Publications, Teachers College, Columbia University, 1955.

Explains and discusses the case method in college administration followed by a number of cases ranging from the office of the president to interpersonal relations.

College and University Business Administration. Washington: American Council on Education, v. I, 1952; v. II, 1955.

These two volumes represent the best thinking and practice in business operation and control for colleges and universities.

Deferrari, Roy J. (ed.). The Problems of Administration in the American College. Washington: The Catholic University of America Press, 1956.

A workshop evaluation of the major problem areas facing the principal officers of senior colleges.

_____. Functions of the Dean of Studies in Higher Education. Washington: The Catholic University of America Press, 1957.

A 1956 workshop study of the duties and issues concerned with the academic dean in the typical American college.

Donovan, Herman Lee. Keeping the University Free and Growing. Lexington: University of Kentucky Press, 1959.

A report by a university president covering fifteen years of administrative experience. Expansion, control, the war years, and a number of specific problems are among the highlights.

Lyle, Guy R. Administration of the College Library. New York: Wilson, 1949, 2d ed. revised.

Recommended for the undergraduate college.

The New York University Self-Study: Final Report. New York: New York University Press, 1956.

A complete report covering twenty-five major items in the life of a large private university. A detailed index is helpful.

Rich, Catherine R. (ed.). Problems of Registrars and Admissions Officers in Higher Education. Washington: The Catholic University of America Press, 1955.

A workshop approach to a number of selected problems challenging college officers of registration and admission.

Wilson, Louis Round, and Tauber, Maurice F. The University Library: The Organization, Administration, and Functions of Academic Libraries. New York: Columbia University Press, 1956.

Embraces the many operations of a modern university library including such topics as off-campus relations of the librarian, public relations, and inter-campus contacts.

Woodburne, Lloyd S. Principles of College and University Administration. Stanford: Stanford University Press, 1958.

The author analyzes the bases of administrative organization and procedure in order to facilitate the implementation of the two major functions of the college and university, teaching and research.

VIII. FACULTY STATUS AND PROBLEMS

Abbott, Frank C. Faculty-Administration Relationships. Washington: American Council on Education, 1958.

A work conference contribution to academic administration and relationships by leaders in industry, labor, the behavioral sciences, and public administration.

Bogert, G.C. "Faculty Participation in American University Government," American Association of University Professors Bulletin, XXXI (Spring, 1945), 72-82.

The writer outlines the role of the faculty in institutional organization paying recognition at the same time to the contributions of the trustees and officers of administration.

The College Teacher. Washington: American Alumni Council, 1959.

A brief paper designed to appeal to college alumni and alumnae to take an active part in the recruitment of college teachers through emphasis on certain aspects of the college teacher field--dedication, quality, salaries, and shortage.

College Teaching as a Career. Washington: American Council on Education, 1958.

A well written brochure aimed at reaching the prospective college teacher. Fred M. Hechinger, Mark Van Doren, and Reuben G. Gustavson are among the contributors.

Dennison, Charles P. Faculty Rights and Obligations in Eight Independent Liberal Arts Colleges. New York: Bureau of Publications, Teachers College, Columbia University, 1955.

An analysis of faculty status in terms of freedom both for the institution and the individual teacher in a group of small private institutions of higher education.

Diekhoff, John S. The Domain of the Faculty in Our Expanding Colleges. New York: Harper and Brothers, 1956.

The author looks ahead forseeing problems and suggesting solutions to them through general college planning and growth and specific areas such as adult or continuing education.

Lindquist, Clarence B. College and University Faculties. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1959, Bulletin No. 27.

Presents facts and trends related to faculty personnel and instructional practices.

MacIver, Robert M. Academic Freedom in Our Time. New York: Columbia University Press, 1955.

A statement of defense for the faculty's role in the government of the college. Stresses faculty influence and minimizes the contributions of the trustee and the president. See companion volume, The Development of Academic Freedom in the United States, by Hofstadter and Metzger.

Munford, J. K. "Functions of a Faculty Committee," College and University, XXVII (October, 1951), 79-84.

A good list of the duties, comparative data on related studies, and suggestions on the college faculty committee.

Ruml, Beardsley, and Tickton, Sidney G. Teaching Salaries Then and Now: A 50-Year Comparison with Other Occupations and Industries. New York: Fund for the Advancement of Education, Bulletin No. 1, 1955.

A revealing study of salaries of teachers and officers of administration and a comparison of the purchasing capacity of this educational group with other economic groups in the past half-century.

Salaries Paid and Salary Practices in Universities, Colleges, and Junior Colleges, 1957-58. Washington: National Education Association, NEA Research Report, 1958-R1, 1958.

The most detailed and complete report of its kind. Should be used with other NEA related studies on the college faculty area.

Shryock, Richard H. The University of Pennsylvania Faculty. Philadelphia: University of Pennsylvania Press, 1959.

A scholarly institutional study of the faculty program in relation to the faculties of other comparable American and European universities. Excellence of the university is measured in terms of its faculty excellence.

Teacher Supply and Demand in Colleges and Universities, 1955-56 and 1956-57. Washington: National Education Association, 1957.

An excellent report on the supply and demand for college teachers.

Ward, Paul W., et al. "The Place and Function of Faculties in College and University Government," American Association of University Professors Bulletin, XXXXI (Spring, 1955), 62-81.

A factual report on the role of the faculty in institutional government with indications that faculty participation in the last twenty years is increasing.

Woodburne, Lloyd S. Faculty Personnel Policies in Higher Education. New York: Harper and Brothers, 1950.

A practical book for the college administrator. Highlights personnel planning, operational problems and practices, and basic principles.

IX. COLLEGE TEACHING

Adams, John C., Carpenter, C.R., and Smith, Dorothy R. College Teaching by Television. Washington: American Council on Education, 1958.

Report of a conference sponsored jointly by the Council's Committee on Television and the Pennsylvania State University at University Park, Pennsylvania, October 20-23, 1957. Sets forth some of the major problems and hopes raised by television.

Eells, Walter Crosby. College Teachers and College Teaching. Atlanta: Southern Regional Educational Board, 1957. See also the Supplement, 1959, by Eells.

A detailed bibliography classified and annotated and so indexed and arranged to be of use both to the administrator and the student of higher education.

The Improvement of Teacher Education: A Final Report by the Commission on Teacher Education. Washington: American Council on Education, 1946.

A study of colleges, universities, and school systems with emphases on preservice and in-service teacher education, institutional self-improvement, and interinstitutional cooperation.

X. CURRICULUM

Deferrari, Roy J. (ed.). Theology, Philosophy, and History, as Integrating Disciplines in the Catholic College of Liberal Arts. Washington: The Catholic University of America Press, 1953.

A workshop study conducted by teachers and administrators. These three disciplines were examined both in theory and practice.

General Education in School and College. Cambridge: Harvard University Press, 1952.

A study worked out by three preparatory schools and three colleges aimed at better coordination of the last two years of high school with the first two years of college.

MacLean, Malcolm S., et al. (ed.). Curriculum Making in the General College. Minneapolis: The General College of the University of Minnesota, 1940.

A good example of the planning, program, and problems a large state university meets and works out for the individual undergraduate.

Report of the Everett Curriculum Workshop. Washington: The Sister Formation Conferences of the National Catholic Educational Association, 1956.

A study of the problems, goals, and proposals identified with the curriculum in its relation to the educational preparation of Sisters. Fifteen academic fields and three professional areas, teaching, nursing, and social work, were explored.

XI. THE COLLEGE STUDENT

1. Student Role

Lunn, Jr., Harry M. The Student's Role in College Policy-Making. Washington: American Council on Education, 1957.

Presents problems, perspectives, examples of student participation, and student attitudes toward general college government, academic administration, and student personnel in a number of colleges.

Townsend, Agatha. College Freshmen Speak Out. New York: Harper and Brothers, 1956.

Relates the reactions of college freshmen during the period of their adjustment to college life. Of particular value to high school and college administrators and to prospective freshmen.

2. Student Finances

Craig, W.B. How to Finance a College Education. New York: Henry Holt, 1959.

A practical book recommended for prospective college students, their parents, high school counselors, and college faculty advisors.

Hollis, Ernest V., et al. Costs of Attending College: A Study of Student Expenditures and Sources of Income. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1957, Bulletin 1957, No. 9.

A nation-wide study of financial data broken down according to type of institution. Useful for institutional planning.

Mattingly, Richard C. Financial Aid for College Students: Graduate. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1957, Bulletin No. 17.

A list of sources providing financial assistance for graduate students. A handy book for the college personnel officer and dean and the graduate school dean.

Wilkins, Theresa Birch. Financial Aid for College Students: Undergraduate. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1957, Bulletin No. 18.

A companion work to Mattingly's study. Helpful for college students and faculty advisors and high school counselors and seniors.

3. Student Personnel Services and Guidance

Byrne, John T. Student Problems in Catholic Men's Colleges. Washington: The Catholic University of America Press, 1957.

A survey based on findings from 1600 students in eight American Catholic colleges for men.

Curran, Charles A. Counseling in Catholic Life and Education. New York: Macmillan, 1952.

Describes the principles and practices of guidance programs and personnel organizations.

Hardy, Melvene D. The Faculty in College Counseling. New York: McGraw-Hill, 1959.

A good effort to coordinate the role of the faculty with the overall college counseling program under sound administrative leadership and procedure.

Hoey, Ann Francis. Problems and Guidance Resources of Catholic College Women. Washington: The Catholic University of America Press, 1957.

A study of well defined problems of over 1,000 Catholic college women and of the guidance resources available to meet them in four Catholic colleges for women. See companion study on college men by Byrne in this section.

The Student Personnel Point of View. Washington: American Council on Education, 1949, American Council on Education Studies, Series 6, No. 13.

A revision of a 1939 statement on student personnel work on the college level. Stresses philosophy, needs and services, administration, and research.

Woolf, Maurice D., and Jeanne A. The Student Personnel Program: Its Development and Integration in the High School and College. New York: McGraw-Hill, 1953.

An introduction to personnel organization. Has chapters on the training of professional counselors and student personnel workers and on program administration.

4. Student Retention

Iffert, Robert E. Retention and Withdrawal of College Students. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1958.

A national study of the extent of, and the reasons for, college undergraduate student retention, transfer, and withdrawal.

Moore, M. Alice Joseph. Catholic College Student Retention in the United States. Washington: The Catholic University of America Press, 1957.

An investigation similar in many respects to Iffert's work but limited to student mortality in American Catholic colleges for women.

XII. PUBLIC RELATIONS

1. General Areas

Cutlip, Scott M. A Public Relations Bibliography. Madison: University of Wisconsin Press, 1957.

A convenient reference work containing eighty-nine listings on public relations in higher education.

Hodnett, Edward. Industry-College Relations. New York: World Publishing Company, 1955.

This study suggests an overall view of the new and expanding relations between the campus and business through improved formal and informal contacts, special public relations techniques, and problem-solving programs.

Schoenfeld, Clarence A. The University and Its Publics: Approaches to a Public Relations Program for Colleges and Universities. New York: Harper and Brothers, 1954.

A good summary and discussion of the organization, clientele, values, and problems of campus public relations.

2. Foundations

Andrews, F. Emerson. (compiler). Legal Instruments of Foundations. New York: Russell Sage Foundation, 1958.

Provides information on the major types of legal documents of government for educational foundations. The forms, texts, and explanatory notes are also applicable to college and university instruments of control.

Rich, Wilmer S. American Foundations and Their Fields. New York: American Foundations Information Service, 1955.

A handy reference to American educational foundations listing their names and addresses, aims, programs and areas emphasized, and other related data.

3. Fund Raising

The Advancement of Understanding and Support of Higher Education. Washington: The American College Public Relations Association, 1958.

The findings of a conference on organizational principles and patterns of college and university programs with special emphasis on public relations, alumni, financial support, and internal organization.

Pollard, John A. Fund-Raising for Higher Education. New York: Harper and Brothers, 1958.

A practical guide for administrators and fund-raisers. Identifies sources of giving and sets forth ways of cultivating them.

Stewart, Ernest T. (ed.). The "How To" of Educational Fund Raising. Washington: American Alumni Council, 1956.

Features a well organized series of articles written by [illegible] stitutional programs for raising money. The role of the alumni is emphasized.

XIII. INSTITUTIONAL FINANCING AND PLANNING

Bokelman, W. Robert, Cain, J. Harvey, and Hollis, Ernest V. College and University Endowment Investments: A Survey as of June 30, 1958. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1959, Circular No. 579.

Lists the endowment funds of 200 colleges and universities. Basic analyses are made of the overall total, income yield, type of holdings, gifts to endowments, and the relationship of endowment fund income to total educational and general income.

Higher Education Planning and Management Data 1958-59. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1959.

A detailed report, published annually, on college faculty salaries, tuition, board and room fees, and other expenses.

[illegible] Bureau of Publications, Teachers College, Columbia University, 1957.

An analysis of the factors involved in the support of higher education by the several states ending with the recommendation for federal aid for colleges in order to provide equality of educational opportunity.

Middlebrook, William T. How to Estimate the Building Needs of a College or University: A Demonstration of Methods Developed at the University of Minnesota. Minneapolis: The University of Minnesota Press, 1958.

A fairly complete and challenging projection giving special attention to student attendance and methods of projecting space needs; building, land, housing, and food service needs; and to inventory. A large collection of maps, figures, and tables illustrate in detail the planning areas.

Russell, John Dale, and Doi, James I. Manual for Studies of Space Utilization in Colleges and Universities. Athens, Ohio: Ohio University, 1957, published by the American Association of Collegiate Registrars and Admissions Officers.

A practical analysis of college space utilization. Definition of terms, functions and limitations of space study, forms and procedures for the collection, analysis, and interpretation of data, and normative data are covered.

XIV. INTERNATIONAL HIGHER EDUCATION

1. Directories and General

Foster, J.F. (ed.). Commonwealth Universities Yearbook 1959. London: The Association of Universities of the British Commonwealth, 1959.

A directory of the universities of the British Commonwealth and the handbook of their Association. An annual record of institutional life, programs, staff changes, gifts, building developments, and statistics on student enrollment and degrees. Features a general index and an index of names.

Government Programs in International Education (A Survey and Handbook). U.S. House of Representatives, Committee on Government Operations. Report No. 2712. 85th Cong., 2d Sess., 1959.

The report covers a number of international subjects, all of which are closely related to higher education, including U.S. Government programs in international education, programs of international government agencies to whose support the U.S. contributes, current legislation, programs of the USSR and other nations, and an outline history of international education.

Keyes, H.M.R. (ed.). International Handbook of Universities. Paris: International Association of Universities, 1959.

Includes universities in countries outside the U.S.A. and the British Commonwealth. Information on each institutional exhibit is limited. Is a companion reference to the works edited by Foster and Irwin.

2. International Affairs in American Colleges and Universities

Gange, John. University Research on International Affairs. Washington: American Council on Education, 1958.

This book is one of seven studies entitled "Studies in Universities and World Affairs," sponsored by the Carnegie Endowment for International Peace. Other topics covered include: a general report, education in world outlook, foreign students, the citizen and world affairs, the training of specialists, and world affairs in the South--all related to the role of the American college and university in international affairs.

Weidner, Edward W. (ed.). The International Programs of American Universities. East Lansing, Michigan: Michigan State University, 1958.

An informative and critical review of the activities and programs of American universities in countries overseas.

3. Higher Education in Selected Countries Overseas

Germany

Lindegren, Alina M. Germany Revisited: Education in the Federal Republic. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1957, 66-99.

Reviews the post war educational picture in western Germany including university life and other forms of higher education. Teacher education is emphasized.

Great Britain

Kneller, George F. Higher Learning in Britain. Berkeley: University of California, 1955.

A post war study of British higher education. Gives attention to recent developments such as increased public aid, new organizations and programs, specialization, democratic concepts, and social changes.

India

Kabir, Humayun. Education in New India. New York: Harper and Brothers, 1955.

An Indian point of view on current Indian education. One chapter on universities plus the higher educational background in the treatment of other subjects such as: the study of English, the state and cultural activities, and student indiscipline join together to give a broad picture of the problems and hopes facing Indian colleges and universities.

Japan

Anderson, Ronald S. Japan: Three Epochs of Modern Education. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, Bulletin No. 11, 1959, 125-169.

Covers Japanese education from 1872 to the present. Two chapters on higher education and teacher education, respectively, describe the changing roles of the state and the individual. There are some excellent charts and tables.

Russia

Education in the USSR. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, Bulletin No. 14, 1957, 171-219.

An initial overview of the Soviet educational system. There are very good chapters on higher education and teacher education.

Soviet Commitment to Education: Report of the First Official U.S. Education Mission to the U.S.S.R. with an analysis of recent educational reforms. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, Bulletin 1959 No. 16, 1959, 85-113.

Although this report was largely concerned with the general school and technical educational areas of Soviet learning higher education was covered by such subjects as teacher training, technical education, and other related programs.

XV. MISCELLANEOUS AREAS

1. Management

Barnard, Chester I. The Functions of the Executive. Cambridge: Harvard University Press, 1956.

A former president of the Rockefeller Foundation and of the New Jersey Bell Telephone Company outlines his position on the theory, structure, elements, and functions of organizations in American life. Much of the material may be profitably applied to college and university patterns.

2. Research Studies

Hatch, Winslow R. (ed.). Reporter: Clearinghouse of Studies on Higher Education. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1959, Circular No. 562.

The Reporter provides a list of titles of studies on higher education distributed under twenty-four categories covering the period since 1950.

_____. Special Reports: Clearinghouse of Studies on Higher Education. Washington: U.S. Department of Health, Education, and Welfare, Office of Education, 1959, Circular No. 563.

Special Reports, a companion publication to the Reporter (mentioned above), features four-page summaries of papers collected for and identified by title in the Reporter--and are so presented because they are regarded as valuable contributions to current problem areas in higher education.

APPENDIX

TABLE 1

NUMERICAL DISTRIBUTION OF PUBLICATIONS ACCORDING TO PUBLISHING GROUP

Publishing Group	Number of Publishers
Institutions of higher education	40
Educational organizations	28
Commercial publishers	23
U.S. Government	22
Educational foundations	4
Total	117

Notes for TABLE 1:

Among the institutions listed as publishers were The Catholic University of America in first place with ten publications and Columbia University in second place with nine titles--constituting jointly almost one-half of the total number of institutional publications, forty. The University of Minnesota had three, and the University of Michigan, two, publications. The remaining sixteen institutions had one each.

Of the educational organizations the American Council on Education had ten publications, over one-third of the total of organizational publications. The National Education Association had four; the Association of American Colleges, the American Alumni Council, and the American Association of University Professors had two each; and the remaining eight organizations had one each.

In the list of commercial publishers Harpers ranked first with eight publications--over one-third of the total number, twenty-three. McGraw-Hill had four and Macmillan two. The remaining nine publishers in this group had one each.

Twenty publications of the U.S. Government total of twenty-two were the work of the Office of Education, Department of Health, Education, and Welfare. This one agency was responsible for over one-sixth of the total number of publications in this list of readings.

The foundation contributions were divided, on the basis of one each, among four foundation publishers.

TABLE 2

NUMERICAL DISTRIBUTION OF PUBLICATIONS

BY AUTHOR-GROUPS

Author-Group	Number of Publications
Authors	92
Editors, compilors, and annotators	18
Authorships not given	22
Total	132

Notes:

As the Table indicates in approximately one-sixth of the publications no author was mentioned. In the author-identified titles there were cases of particular publications whose authors or editors numbered two or more.

In the author grouping there were three titles by Ernest V. Hollis. Two publications were listed for each of the following: Frank C. Abbott, Fred F. Beach, Beardsley Ruml, Theresa Birch Wilkins, Robert F. Will, and Lloyd S. Woodburne. All other authors had one title each.

The editor grouping was headed by Roy J. Deferrari with four publications. Lloyd E. Blauch and Winslow R. Hatch had two citations each.

TABLE 3

NUMERICAL DISTRIBUTION OF PUBLICATIONS

ACCORDING TO YEAR OF PUBLICATION

BY FIVE-YEAR PERIODS

Five-year Periods	Number of Publications
1956-1960	81
1951-1955	26
1946-1950	6
1934-1945	4
Total	117

Notes:

In the first period, 1956-1960, more than two-thirds of all titles were produced. The three years, 1959, 1958, and 1957, saw thirty, twenty, and eighteen, publications, respectively, a total of sixty-eight titles, over one-half of the total number of publications.

The second period, 1951-1955, featured sixteen titles in one year, 1955. This number was almost two-thirds of the total for this period.

In the last two periods, 1934-1950, seventeen years were covered. Although the number of titles, ten, is small the works themselves are still important in higher education. It is interesting to note here that the first title, chronologically, Charters and Basic Laws of Selected American Universities and Colleges by Elliott and Chambers, 1934, is still a fundamental study even though it is out of print.